

FLEET SYSTEMS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Fleet Systems Coordinator position exists is to perform senior level staff and administrative assignments in support of the Fleet Management division of the Municipal Services Department. This classification does supervise. This position receives general supervision from the Fleet Management Director.

ESSENTIAL FUNCTIONS

Prepare and administer operating budgets; compile statistical data and prepare reports; assist with writing bid specifications for equipment, service contracts, etc.

Meet and communicate, orally and in writing, with customers, other city departments, and service providers to discuss city fleet management services; investigates and resolves customer complaints.

Assists the Fleet Management Director in the implementation of new services, work methods, policies, procedures and division goals and objectives; provide feedback to Fleet Shift Supervisors on employee issues and division policies. Assume director duties in absence.

Measure costs associated with existing and proposed equipment, functions, maintenance methods, and procedures to assure cost effectiveness.

Communicate with other municipalities and divisions within the City regarding fleet management standards, procedures and technology; determine technology and automation needs for division.

Generate financial reports based on cost of providing service; work with state and federal agencies to ensure compliance with hazardous waste collection and disposal requirements, rules and regulations; implements safety policies and procedures and establishes training programs.

Write, revise and manage contracts for service, material, equipment, etc. used by fleet; respond to grant proposals, division awards, etc.; prepare brochures, guides, newsletters, and other material communicating fleet management services and environmentally sensitive issues; conducts oral presentations regarding fleet services to city work units and divisions.

Administer the hazardous/non-hazardous waste collection and disposal program for the Via Linda Campus complex.

Complete special projects as assigned.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Automotive technology, equipment, methods, practices, and procedures and management principles and practices, including personnel management and budgeting.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Applicable safety regulations.

Federal, state and county policies, procedures and laws.

Cost accounting, budgeting, and equipment purchasing procedures.

Light and heavy equipment maintenance.

Ability to:

Understand city budget and financial processes, and be able to read and interpret the City Code.

Listen and communicate effectively with a diverse group of people.

Prepare and deliver detailed oral and written reports to both technical and non-technical audiences.

Comprehend and make inferences from technical written materials.

Operate a variety of standard office equipment requiring repetitive arm-hand movements.

Enter and retrieve data or information into/from a terminal, PC or other keyboard device.

Prepare and present oral and written reports.

Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.

Work independently with minimal supervision.

Education & Experience:

Any combination of training, education, and experience equivalent to at least five years management or administrative experience in Fleet Management or a closely related field.

Valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

FLSA STATUS:

Exempt

HR Ordinance Status: Unclassified